

Form CD-346
(REV. 8/88)
(PRESCRIBED BY
DAO 207-101)

U.S. DEPARTMENT OF COMMERCE

DO NOT COMPLETE THIS SECTION

Date of Request

☐ NAME CHECK☐ IDENTIFICATION CHECK**APPLICANT FOR FUNDING ASSISTANCE**

INSTRUCTIONS; Please type or print clearly. Information below will be used for investigation of named person's or firm's character and/or integrity. IN ANSWER TO QUESTION 9 BELOW, THE FACT THAT YOU MAY HAVE A CONVICTION RECORD OR HAVE CRIMINAL CHARGES PENDING AGAINST YOU WILL NOT NECESSARILY DISQUALIFY YOU. AN INCORRECT ANSWER MAY CAUSE YOUR APPLICATION TO BE TURNED DOWN. OMISSION OF SOCIAL SECURITY NUMBER WILL NOT DISQUALIFY YOU. PLEASE READ PRIVACY ACT ADVISORY STATEMENT ON REVERSE OF FORM.

1. NAME AND ADDRESS OF APPLICANT (*Firm Name—Post Office Box Is Not Sufficient*)

REGIONAL OFFICE

3. DATE OF BIRTH

Area code and
Phone Number of Firm: ()

4. PLACE OF BIRTH

2. PERSONAL STATEMENT OF (*State Name in Full*) (*If no middle name (NMI), or If Initial Only, Indicate Initial. Also list former names used*).

5. U.S. CITIZEN?

☐ Yes ☐ No*If no, give alien registration number:*

6. SOCIAL SECURITY NUMBER:

— — — — — — — — —

7. EMPLOYMENT (*Last 3 years*)

From To Employer and Address City State ZIP Code

8. RESIDENCE (*Last 3 years*)

From To Number and Address City State ZIP Code

9. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OR ARE CRIMINAL CHARGES PENDING AGAINST YOU? YOU MAY OMIT MINOR TRAFFIC VIOLATIONS FOR WHICH YOU FORFEITED \$50.00 OR LESS.

☐ Yes☐ No*If yes, please furnish details on the reverse side of this form.*

10. RESULTS OF CHECK (Government Use Only)

With knowledge of 18 U.S.C. 1001 and 42 U.S.C. 3220 which provides for criminal penalties for making false statements, the undersigned hereby certifies that the above information is correct.

Signature:

Date:

PRIVACY ACT DISCLOSURE STATEMENT

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with: (a) , The request for information solicited on form CD-346; or (b) ☒ This request for your Social Security Number. Accordingly, pursuant to the requirements of the Act, please be advised:

1. THE AUTHORITY FOR COLLECTION OF THIS DATA IS (cite U.S. Code, Public Law, or Executive Order):

15 USC. 1519; 4 USC 3211 (12);
44 USC 3101; 13 CFR 309.2

2. FURNISHING THE INFORMATION SOLICITED IS:

☒ Mandatory , Voluntary

3. THE PRINCIPAL PURPOSE(S) FOR WHICH THIS DATA WILL BE USED IS:

To establish the integrity and character of principal officers and employees of organizations, firms, or other recipients or beneficiaries of grants, loans, loan guarantee programs, or contracts.

4. *OTHER ROUTINE USES OF THE DATA, IN ADDITION TO THOSE PRINTED ON THE REVERSE SIDE OF THIS FORM (If any):

NONE

5. *THE EFFECTS ON YOU, (if any), OF NOT FURNISHING THE REQUESTED INFORMATION ARE:

If the information is not furnished, the processing of the request for or the continued disbursement of financial assistance may cease.

*Items 4 and 5 do not apply to requests for SSNs.

PREFATORY STATEMENT OF GENERAL ROUTINE USES

the following routine uses apply to, and are incorporated by reference into, each system of records set forth below:

1. In the event that a system of records maintained by the department to carry out its functions indicates a violation or potential violation of law or contract, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute or contract, or rule, regulation, or order issued pursuant thereto, or the necessity to protect an interest of the Department, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or contract, or rule, regulation, or order issued pursuant thereto, or protecting the interest of the Department.
2. A record from this system of records may be disclosed, as a routine use, to a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information, such as current licenses if necessary to obtain information relevant to a Department decision concerning the hiring or retention of an individual, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.
3. A record from this system of records may be disclosed, as a routine use, to a federal, state, local, or international agency, in response to its request, in connection with the assignment, hiring, or retention of an individual, the issuance of a security clearance, the reporting of the investigation of an individual, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
4. A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.
5. A record from this system of records may be disclosed, as a routine use, to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.
6. A record in this system of records which contains medical information may be disclosed, as a routine use, to the medical advisor of any individual submitting a request for access to the record under the Act and 15 CFR Part 4b if, in the sole judgment of the Department, disclosure could have an adverse effect upon the individual, under the provision of 5 USC 552a(f)(3) and implementing regulations at 15 CFR 4b.6.
7. (Delete, Reserved)
8. A record from this system of records may be disclosed, as a routine use, to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any state of the legislative coordination and clearance process as set forth in that Circular.
9. A record from this system of records may be disclosed, as a routine use, to the Department of Justice in connection with determining whether disclosure thereof is required by the Freedom of Information Act (5 USC 552).
10. A record from this system of records may be disclosed, as a routine use, to a contractor of the Department having need for the information in the performance of the contract, but not operating a system of records within the meaning of 5 USC 552a(m).
11. (Deleted, Reserved)
12. A record from this system of records may be disclosed, as a routine use, to the Office of Personnel Management for personnel research purposes; as a data source for management information; for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related man-power studies.
13. A record from this system of records may be disclosed, as a routine use, to the Administrator, General Services, or his designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs, under authority of 44 USC 2904 and 2906. Such disclosure shall be made in accordance with the GSA regulations governing inspection of records for this purpose, or other relevant (i.e., GSA or Commerce) directive. Such disclosure shall not be used to make determinations about individuals.